

POSITION DESCRIPTION		DEPARTMENT/DIVISION Waste Water
NAME		TITLE Utility Operator Trainee
PLACE OF WORK Waste Water Treatment Plant		Grade 2
NAME/TITLE OF SUPERVISOR Patrick Hoffmaster, Waste Water Superintendent		WORKING HOURS Varies – Sunday - Saturday 7am - 3:30pm
NAME/TITLE OF THOSE YOU SUPERVISE		Exempt/Non-Exempt Non-Exempt
%	Position Description	Performance Standards
40	A. Duties Associated with Equipment Operate and maintain Waste Water treatment equipment.	A1 Conducts maintenance on motors, pumps, and electric blowers, chlorine lines, and other Plant related equipment. A2 Utilizes various shop tools to repair and replace Plant equipment associated with a Waste Water plant. A3 Works in confined spaces to clean and repair equipment. A4 Analysis and responds appropriately to Plant equipment related problems.
30	B. Cleaning Equipment Conducts periodic cleaning of equipment.	B1 Performs periodic cleaning of Bar Screen. B2 Performs periodic cleaning of Clarifiers. B3 Performs periodic cleaning of Aeration Tanks. B4 Other cleaning responsibilities as assigned.
20	C. Treatment Responsibilities Insure proper chemical levels.	C1 Insures proper chemical levels are maintained. C2 Conducts laboratory tests, including, but not limited to, Suspended solids, dissolved oxygen, residual chlorine, fecal coliform, BOD 5 day, and PH levels in accordance with Discharge Monitoring Report.
10	D. Other Duties Complete miscellaneous duties as assigned by Superintendent.	D1 Operates sludge truck for transportation of sludge to landfill. D2 Supervises, trains, and oversee WWTP trainees. D3 Other miscellaneous duties associated with WWTP operations. D4 Works overtime, shift work, and On-Call duty as needed. D5 Passes and maintains Respirator Fit Test qualifications for self-contained breathing apparatus. D6 Obtains and maintain a Waste Water 5 License in accordance with the Maryland Department of the Environment.

APPROVALS

The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

Employee

Date

Supervisor

Date

Department Head

Date